



New Hampshire Library Association Executive Board

Meeting Agenda

Virtual via ZOOM

Meeting ID:831 9768 0383 Passcode: 291308

October 11, 2022

2:00-4:00pm

Members Present: Denise van Zanten (president), Jessica Delangie (treasurer), Mindy Atwood (vice president), Deb Hoadley (conference committee), Alex Planchak (Technical Services), Brittany Overton (Sustainability Committee Chair), Conrad Moses (NHLTA liaison), Moriah Churchill-Calkins (CLNH President) Eric Stern (ULAC President), Heather Rainier, Justine Fafara (YALS President), Lisa Jose (Wild Apricot administrator), Mark Glisson (ITS co-president), Kersten Matera (bylaws committee chair), Lori Fisher (ALA liaison, advocacy/legislative), Natalie Moser (READS president), Yvette Couser (immediate past president, website coordinator), Michael York (state librarian), Sheila McNeil (WipFli), Julia Lanter (IFC co-chair), Lauren Rettig (IFC co-chair).

Meeting called to order at 2:04

Motion to approve agenda. Poll of the board. All aye.

Approve August Minutes **Deb Hoadley makes motion to approve minutes of August meeting as written, seconded by Mark Glisson. Poll of the board. Motion carries. Alex Planchak abstains. Heather Rainier abstains.**

[President](#), [Vice President](#), [Past President](#) Reports

- ARPA fund update- still in progress.
- Nominating Committee- Yvette
 - Slate of officers presented, with option to take nominations from the floor at Annual Meeting.
- Mission Statement Task Force- group has met once, more to be done.
- NHLA board Task Calendar- Denise reviewed and the board consensus was it was okay for now. Any additions please send to Denise. Each committee or section may want to consider doing this for continuity and to assist new members.

[NELA Report](#)

- NHLA/NELA Conference update: over 400 people have signed up for NELA Conference.

[Treasurer's Report](#)



- Continuing education funds from several raffles.
 - Potentially for conferences specifically.
 - Adding definition of funds in appendix.
 - Having procedures for treasurer written and assembled.
 - Law library funds set aside for programming/continuing education specifically for legal. These funds came from the dissolution of the Law Library Association.
- Audit update from WipFli
 - Review of financial statements.
 - Financially stable as an organization.
 - 990 currently under review by WipFli, will be sent out to membership once it is completed.
 - **Motion to approve review of WipFli made by Jessica Delangie, seconded by Mark Glisson. Poll of the Board. Motion passes unanimously.**

ALA Advocacy/Legislative Committee

- Training on New Hampshire legislative process.
- ALA changing platforms from Engage to One Click Politics.
- Bill Track 50 is a way to track bills.
- Library display policy with reconsideration form similar to books or programs.
- Having stakeholders in the community aware of library policies.
- LSRs can be submitted until first week of November.
- Dover school district has fairly extensive policy for collection development to be shared with other schools.

State Library Report

- State library budget has been sent for next biennium.
- Complete budget submitted in February.
- Contacted Department of Business and Economic Affairs regarding federal infrastructure bill with regard to broadband services.
- Mindy asked about GOEFRER funds that were in NH Bulletin on October 10th. Lori posted article in the chat. Denise recommended we share that information with our trustees and city/town stakeholders as these appear to be perfect for libraries if approved.

Section and other Committee Reports



- [ITS](#)
- [READS](#)
- [Website Coordinator](#)
- [Wild Apricot Administrator](#)
- [NHLTA](#)
- [IFC](#)
- [Conference](#)
- [Sustainability](#)

Old Business

- NHL SMA- Denise & Yvette
 - Draft letter prepared to be sent out to both memberships. Will be sent out to officers of both boards and should be sent out to membership in mid-November.
 - Conference expenses.
 - Sunday banquet ticket reimbursement for Amy Lappin and husband \$120
 - Hotel for Deb Hoadley to be on-site for entire conference: \$517.55.
 - **Motion to approve expenses made by Lori Fisher. Seconded by Eric Stern. Motion carries. Deb Hoadley abstains.**

New Business

- Center for the Book Chair/liaison needed. Denise asked chairs to ask their members if they would be interested. Heather and Denise will also discuss if there are any paraprofessionals who may be interested.
- Annual meeting is October 25th at 8 am, NELA Conference Manchester- materials sent out to members. Virtual option is available.
- Any items from the Board
 - YALS Annual Conference. Unanimously voted for teen librarian award for outstanding services to teens to start next year.
 - Creating packet for new NHLA members.
 - Number of links will be changing on state library site.

Adjournment at 3:11 PM.



NHLA President's Report October 2022

- Worked with Deb Hoadley on NELA/NHLA conference items.
- Put together the Annual Meeting agenda with the officers.
- Working with Officers on ARPA funds for NHLA.
- Mission Statement Task Force has met to start looking at recommendations for NHLA.
- Met with Nominating Committee.
- Moving forward on a draft letter to the NHSLMA and NHLA membership about NHSLMA becoming a section. Plan is to send out that joint letter mid November.
- Continue to monitor book challenges that are happening around the country, our focus will be on those here in NH. Also gearing up for the new legislative session to see what bills will impact libraries, schools etc.
- Added items to agenda as requested by fellow board members for discussion.

Respectfully submitted,

Denise van Zanten

President



**NHLA Vice-President's Report
NHLA Executive Board Meeting
October 11, 2022**

ARPA Grant for NHLA OWLs

-NHLA is now a registered entity with SAM.gov. In addition, NHLA has an assigned SAM.gov number

-All documents related to the SAM.gov application have been uploaded to the NHLA for All Google Drive under the folder "ARPA grant documents"

-SAM.gov requires two-factor authentication to log in and rather than attaching an individual's cell phone to the account, I elected to print out verification codes provided by SAM.gov. Each sheet has 10 verification codes and then another 10 verification codes can be requested. I have those codes but have not uploaded them to the Drive.

Meeting Attendance

-attended New Hampshire Library Trustees Association (NHLTA) in-person meeting on September 7

-attended NHSLMA/NHLA remote meeting on September 28

-attended Sustainability Committee remote meeting on October 3

-attended NHLTA remote meeting on October 5

Respectfully submitted,

A handwritten signature in cursive script that reads 'Mindy'.

Mindy Atwood

NHLA Vice-President/President-Elect



NHLA Past President's Report

October 11, 2022

Yvette Couser

- Attended the NHLA Board monthly Board meetings on 8.9 and 9.13
- Participated in monthly EDI Committee meetings 8.4, 9.1, 10.6 (first Thursday @ 2pm)
- Attended the EDI Committee's Trans 101 event on 8.17; sent Wild Apricot reminders (25 attendees); managed program feedback emails
- Attended the IFC Committee meeting as available, 9.12
- Participated in the Bylaws Committee meetings as available
- Attended the NHLA/NHSLMA meetings as available
- Attended the NELA President's Zoom meeting 9.27 at President's request
- Chaired the Nominating committee meeting; communicated with the committee members Eric Stern and Deb Hoadley and with Denise van Zanten via email as needed regarding the officer slate.
- Notified our Ann Geisel Winner and ordered the Award; submitted payment for the Award



NHLA Treasurer's Report

September 2022

Jessica DeLangie, NHLA Treasurer

Financial Report

Please find attached a copy of

- NHLA's September 2022 Profit & Loss Statement
- NHLA's Balance Sheet as of September 30, 2022
- FY23 Income and Expenses as of September 30, 2022

I worked with Wipfli this month to wrap up the fiscal year and they will be joining us at the meeting to go over the final report.

NHLA's total assets as of September 30, 2022 were \$268,279.75.

Below is a listing of cash held by each account as of September 30, 2022

NHLA checking	\$3097.93
NHLA savings – non-interest	\$19,385.97
NHLA savings	\$58,450.44
CLNH	\$15,131.67
READS	\$3,526.26
PARALIB	\$7,435.03
ULAC	\$6,414.24
YALS	\$6,164.20
ITS	\$1,622.95
WINCHELL LOAN (revolving fund)	\$23,998.55
NORRIS (scholarship)	\$1,769.76
MACDONALD FUND (continuing ed/professional development)	\$20,029.06



Report from the New Hampshire Representative to NELA

- It's just around the corner! Don't forget to register for the NELA conference here: <https://nela2022.godaddysites.com/> It is going to be a great conference. Speakers include Meg Medina, Ron Jones and Chris Bohjalian, among many others. Our very own State Librarian, Mike York, will be receiving the Emerson Greenaway Award, and former NHLA President (among many, many other things) Amy Lappin will be receiving The Ann Geisel Award of Merit. So don't miss the banquet! It would be great to have a strong New Hampshire presence there to celebrate our colleagues!
- There will be a NELA prom on Sunday night at the conference as well. Don't worry, you don't have to dress up. But if you've been itching to break out your powder blue tux and your sequined bubble skirt, this is your chance! There will be drinks and dancing and room to bring a plus one! It's been a long time since we've been back together, and NELA is hoping that this will be a good time for all of us to reconnect and have lots of fun.
- I will be stalking around the NELA conference on Sunday and Monday looking for NH folks to defend our title as champs in the NELA games! The games take place after conference sessions from 5:00 to 6:00 on Monday night. We will be competing against all the other New England States for the title. As usual, I have zero idea what the games will entail, but it is sure to be playful, silly, and lots of fun!
- Conference registrations are going well. There were over 400 people registered as of September 30th, which is great. For contrast, the last time NELA was in Manchester in 2015, there were about 500 attendees. The conference committee is thrilled with these numbers. They are the best NELA has had since the pandemic started.
- NELA is sponsoring a legal seminar on Saturday October 22nd at the DoubleTree by Hilton in Manchester NH. The seminar will tackle a number of big topics: existing laws related to book banning in libraries, privacy concepts, free speech and library policy, the use of meeting rooms by patrons, and codes of behavior in libraries. Bring your questions! The seminar will be led by Tomas A. Lipinski, J.D., LL.M., M.L.I.S., Ph.D. from the School of Information Studies University of Wisconsin--Milwaukee. The American Mathematical Society is sponsoring this session.
- NELA's intellectual freedom committee is sponsoring a virtual talk with Dr. Jonathan Zimmerman on November 3rd at 7:00 pm. More details to come!

Respectfully submitted,



Amber Coughlin

New Hampshire Representative



ITS Section Report: Tuesday, October 11th, 2022

The ITS Section cosponsored a virtual reality learning event for librarians on Monday, September 12th in coordination with YALS, the NH State Library, and the Exeter Public Library. After the event, an ITS luncheon and hybrid meeting were held to share tech news, resources, and issues.

Topics of discussion included: ITS programming and annual meeting at NELA, ARPA grants (book lockers, bike bookmobiles, etc.), Wi-Fi Hotspots, Library of Things, Dover's touchscreen exhibits project, gaming and VR in libraries, etc. Meeting notes were shared on the ITS listserv.

Looking forward, ITS will host its next virtual meetup on **Wednesday, November 30th at 10:30 a.m.**

Respectfully submitted,

ITS Co-chairs

Mathew Bose

Mark Glisson



READS

REFERENCE AND ADULT SERVICES SECTION

READS President Report For October 2022

READS met virtually on September 9th. After reaching out to this year's Award of Excellence nominators, we have decided to present the Award at our Annual Meeting on Tuesday, October 25th. We will conduct our Annual Meeting immediately following the NHLA Annual Meeting. We will be offering members the option to stay on the NHLA meeting virtual call for the READS meeting. Denise will provide the link to join that meeting, at which time we will send out our Annual Report and meeting Agenda out membership.

Other news from READS:

- We have 157 active members

Next READS Executive Board meeting: November 18th, at 10:00am - virtual

Respectfully submitted,
Natalie Moser READS President



Intellectual Freedom Committee

October 2022 Report

Submitted by Lauren Rettig (lrettig@sps.edu) & Julia Lanter (exeterpljal@gmail.com)
Committee Co-Chairs

Next Meeting Time: November 7, 2022 03:30 PM Eastern Time (US and Canada)

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- The committee is creating IFC talking points for library staff.
 - Lichen Reincourt updated the [IFC webpage](#). Members will continue to share resources to add to the page.
 - Yvette Couser asked NH Libraries to share photos of their banned books displays in September. These can now be seen on the IFC webpage.
 - The committee is updating the 1998 NHLA Intellectual Freedom Handbook policies section. Members are gathering policies to share.
 - Met with NELA IFC group. Meeting bi-monthly.
 - Discussed privacy and the reminder to secure personal accounts of library staff.
 - Interviewed for [Banned Books article](#) with Public News Service

Respectfully Submitted - Julia Lanter & Lauren Rettig



NHLA Conference Committee Report October 2022

NELA/NHLA Conference is here! Sun. Oct 23-Tue. Oct 25 at the DoubleTree Hilton in Manchester! We hope to see many of you there. A few highlights to mention:

1. Sunday Banquet (7-8pm) – Michael York, NH State Librarian, will be receiving the NELA Emerson Greenaway Award and Amy Lappin, Deputy Director, Lebanon Public Libraries, will be receiving the NHLA Ann Geisel Award of Merit. You can add a ticket to your registration and it is \$60/pp
2. Prom (Sun 8-9pm) – Free event with a DJ spinning the tunes.
3. NHLA Table & Raffle Baskets – we will have a table in the vendor hall for NHLA and for the Raffle Baskets. Tickets will be \$5 each for 1 ticket. Cash or check only.
4. Volunteers – we need volunteers to be at the NHLA table and to sell Raffle Tickets. Go to <https://www.signupgenius.com/go/508044DA5A92AABFB6-nelanhla>
5. Volunteers as program handlers – introduce speakers and make sure they are all set with AV, etc. Use same sign up as above.

In addition to the conference, I have been attending the Nominating Committee meetings to go over nominees for the slate of officers and also the recipient of the Ann Geisel Award.

Respectfully submitted,

Deb Hoadley

Chair

Sustainability Committee Report

October 11, 2022

The Sustainability Committee meets on the first Monday of every month at 11am via Zoom. To attend, email boverton@hooksetlibrary.org for the meeting link.



Resources for librarians

At NELA, the committee will provide an opportunity for attendees to share their ideas for sustainable initiatives and programs on bulletin boards. Responses will be collected and shared out by the committee.

A raffle basket with sustainable items in it will also be available.

Partnerships

Amherst, New Hampshire resident Paul Karpawich coordinated a virtual meeting with two members of our committee, Brittany Overton and Tess Kimsey and two librarians from Denmark, Kristine Tolborg, Director of

Chora 2030; and Jan Holmquist, former library director and founder of Holmquist Consult. Paul led us in a discussion about how libraries in NH and throughout the United States can act as a resource and conduit for information related to the United Nation's Sustainable Development Goals (SDGs) in their communities. More information about this meeting and resources related to how libraries around the world are contributing to the SDGs [can be found here](#). Following this meeting, the committee discussed creating a timeline with ideas of how to support librarians in NH who wish to integrate the SDGs into their work.

Respectfully submitted,
Brittany Overton on behalf of the Sustainability Committee



NHLA Website Coordinator Report

October 11, 2022

Yvette Couser

- Worked on website update requests as they come in. These are slowing down as Committees are managing their own pages.
- Curated photos of Banned Books Displays at NH libraries
- As part of the EDI meetings – the Committee is still reviewing “diverse” images for the NHLA front page banner; have not yet decided on one.



**Wild Apricot Database Administrator Report
Executive Board Meeting – Tuesday, 10/11/22**

- Set admin access privileges for section and committee members
- Provided NELA Joint Membership list to NELA Membership Chair for NELA Conference registration purposes
- Ran September NELA Joint Membership Report and sent to NELA in Membership Chair's absence
- Added section membership for individual and sent invoice to member in Membership Chair's absence
- Updated member emails in profiles & sent out password reset links
- Restored Admin Access for representatives who took on new responsibilities
- Reviewed & updated old training documents to fix broken links, and to clarify particular guidelines
- Entered unprocessed payments sent by section reps & notified them of correct procedure
- Continuing as liaison for deliveries from NHLA Treasurer & Membership Chair to Bookkeeper in Manchester
- Creation of board member list for drive (including past board members) in progress
- Sent training documents upon request to admins who do not have access to drive

Respectfully submitted,

Lisa Jose

NHLA Wild Apricot Database Administrator



New Hampshire Library Trustees Association Liaison Report October 11, 2022

New Hampshire Library Trustee Association Board held a virtual meeting on October 6, 2022.

NHLTA Annual Award we announce last month. The following were awarded the following awards, (Dates are in parenthesis).

Special Library Services Contribution: Robert Grano, Chesley Memorial Library (October, 8 10:30 am)

Library Trustee of the Year: Kathryn Parenti, Wadleigh Memorial Library (October, 18 5:30 pm)

Director of the Year: Tracy Waldron, East Kingston Public Library (October 24 5:00 pm)

Director of the Year: Dianne Hathaway, Goffstown Public Library (November, 18 ??)

Sue Palmatier's Award for Outstanding Support by a Friend of the Library Group:

Weeks Public Library, Greenland (November, 17 4 – 6pm)

This month NHLTA's Governance Committee has 3 or 4 possible candidates to interview for the NHLTA Board or Committees. If anyone know of any trustees or form trustees that might be interested in exploring to serve on NHLTA, Please contact us. More information is on NHLTA website, www.nhtla.org

NHLTA has been asked if they would donate to help fund the state membership to ALA's United for Libraries when the annual member comes due in February 2023. Lori was able to extend the membership from September to February. This would have to be state wide membership, as doesn't individual libraries couldn't join. This would benefit our members to have access to workshops and webinars.

Presently NHLTA uses Wufoo, as our database. We are in process of making a decision for next year to continue with Wufoo or change to Cognito.

Next NHLTA meeting – Wednesday, November 2, 2022, Virtual

December NHLTA meeting – Tuesday, December 6, 2022, Virtual

January NHLTA meeting – Wednesday, January 4, 2023 In Person at NHMA

Respectfully submitted,

Conrad Moses, NHLTA Liaison